

Administration

General Administration
Policies

Smoking

POLICY:

- .01 Laboratory employees are entitled to a work environment that is as smoke-free as reasonably achievable. Therefore, the Laboratory restricts smoking in Laboratory buildings and government vehicles.

RESTRICTIONS:**Inside Laboratory
Buildings**

- .02 Smoking is prohibited in all areas of Laboratory buildings except for posted designated smoking areas. Smoking is also prohibited in government vehicles, taxis, and aircraft. These prohibitions apply to all employees, subcontractor personnel, Affiliates, and visitors.

Outside

- .03 Employees may smoke outdoors under the following conditions:
- Smoking does not present a fire hazard.
 - Smoke does not enter the building through open doors or windows or the building air system.
 - Employees extinguish and dispose of all smoking materials in ashtrays or other receptacles in outdoor smoking areas.
- EXCEPTION:** Smoking is prohibited entirely during fire evacuations or drills.

SMOKING BREAKS:

- .04 Normal work breaks may be used to smoke in designated areas or outdoors. Nonexempt employees may take one 15-minute break during the first half of the workday and one during the second half of the workday (*see* [AM 301](#)). Breaks for exempt employees are at the discretion of the supervisor.

Smoking

DESIGNATION OF SMOKING AREAS:

- .05 Subject to the criteria in .06, division-level managers have the authority to establish smoking areas in their buildings. In multi-use facilities, all division-level managers with employees stationed in the facility, as well as the building manager, must agree on the smoking area.

Smoking Area Criteria

- .06 A designated smoking area must meet all the following criteria:
- Be available to all building occupants and visitors, including subcontractor personnel;
 - Not be an area that must be occupied, used, or visited by nonsmokers;
 - Not be an area in which explosives, flammable or toxic chemicals, or radioactive materials are handled or stored;
 - Be configured to prevent migration of smoke into nonsmoking areas;
 - Have adequate exhaust ventilation and resupply of fresh air. This means that air flows from the surrounding areas into the smoking area (not vice versa) and that outside air be provided to the smoking area at a rate of 60 cubic feet per minute per person occupying the space. In addition, the air from a smoking area must not recirculate to other ventilation zones of the building or pass through other areas before being exhausted.

Division Responsibilities

- .07 The division is responsible for
- Making any necessary modifications to ensure that the smoking area meets all of the above criteria.
 - Posting signs to designate the boundaries of the smoking area.
 - Informing employees about the Laboratory's smoking policy.
 - Providing ashtrays or other appropriate receptacles for indoor and outdoor smoking areas.

Smoking**Industrial Hygiene
Group (HS-5) Assistance**

- .08 The Industrial Hygiene and Safety Group (HS-5) can assist divisions in determining whether a proposed smoking area meets the criteria stated in [.06](#).

DISCIPLINE:

- .09 Employees who smoke in a place or manner that violates this policy are subject to disciplinary action according to [AM 112](#).